



Position Description

<b>Job Title</b>	Computer Instructor
<b>Department</b>	Senior Center
<b>Employment Status</b>	Part time
<b>Exempt/Non Exempt Status</b>	Nonexempt

**Scope of Work**

This position is responsible for instructing and assisting seniors with computers and technological devices. This employee will have frequent contact with senior citizens and other senior center and city employees.

**Supervision**

<b>Received</b>	Senior Center Coordinator
<b>Exercised</b>	None

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Plan, Implement and evaluate technology programs based on senior needs, abilities and desires with direction from the senior center coordinator.
- Maintain knowledge, certifications and skills for the technological areas of interest.
- Communicate effectively and show patience with all participants as you impart knowledge and technology skills to seniors
- Be able to effectively teach and offer assistance in both class and 1:1 settings.
- Maintain confidentiality and paperwork as needed for participants

**Other Job Functions**

- Attend required meetings and participate actively in any work, group or community assignments.
- Assist with Facebook and other technical needs of the senior center.

- Provide assistance with the front desk and phones and senior center programs.
- Participate in community events and advertising/marketing of programs.
- Performs related duties as assigned.

### **Requirements of Work**

- High school education or more is preferred
- Extensive knowledge of computer and technological devices
- Previous teaching experience preferred

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• The Department’s policies, rules, regulations and functions.</li> <li>• The use of computers and various software programs.</li> </ul>
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<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Relate to and communicate well with people; particularly senior citizens.</li> <li>• Establish and maintain effective working relationships.</li> <li>• Multitask and work in an environment that is changing frequently</li> </ul>
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- Establish and maintain effective working relationships.
- Multitask and work in an environment that is changing frequently

<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Promoting a positive environment for program participants, employees and volunteers.</li> <li>• Interpersonal relations.</li> </ul>
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### **Necessary Special Requirements**

Valid Wisconsin driver’s license; ability to pass a criminal and financial background check; Certified CPR and First Aid.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently is required to sit, stand, talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds.